

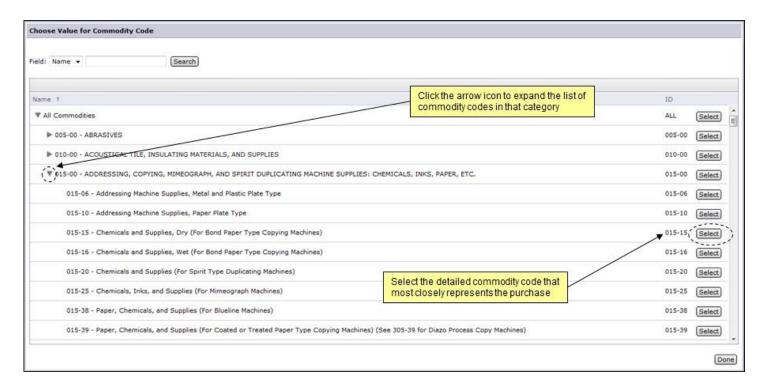
## **The Source NC E-Procurement Newsletter**

July 2013 Edition

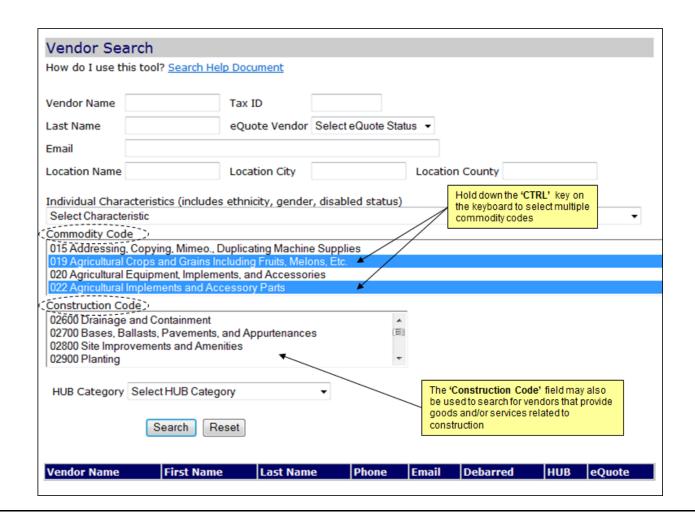
**Top 50 Commodity Codes** The NC E-Procurement team has published on the NC E-Procurement Home Page a list of the <u>Top 50 Commodity Codes</u> selected by users when creating eRequisitions. The top 10 of those commodity codes have been provided below. Selecting the appropriate commodity code when adding a line item in NC E-Procurement helps the State in determining what commodities are being purchased and what commodities should be on state contract for better pricing. Commodity Codes can also be found on the <u>Division of Purchase & Contract's webpage</u>. If you would like help in determining the correct commodity code, please contact the NC E-Procurement Help Desk at 888-211-7440, option 1, or at <u>ephelpdesk@its.nc.gov</u>.

- 785-00: School Equipment, Teach Aids, and Supplies
- 615-00: Office Supplies, General
- 785-70: Instructional Aids: Courses, Lesson Plans (Prepared), Programs, Ancillary Materials, Videos, etc.
- **715-10:** Books, Curriculum Guides, Directories, Magazines, Pamphlets, Periodicals, Publications, Reprints, etc. (See 715-00 for Textbooks)
- 962-86: Transportation of Goods and Other Freight Services
- 715-00: Publications, Audiovisual Materials, Books, Textbooks (Prepared Materials Only)
- **207-72:** Printer Accessories and Supplies: Chemicals, Forms Tractors, Inks and Cartridges, Paper, Label Sheets, Sheet Feeders, Toner Cartridges, Wheels, etc.
- 204-00: Computer Hardware and Peripherals for Microcomputers
- 578-00: Miscellaneous Products (Not Otherwise Classified)
- 785-53: Education Games and Toys (See 037-84, 208-47, 209-48, and 805-51 for other type games), Including Assembly Kits

**Expanding Commodity Codes** While creating an eRequisition, select **'Search for more...'** to search for commodity codes. When the **'Choose Value for Commodity Code'** pop-up window appears, notice that the commodity codes are listed with **'-00'** on the end. These are the high-level commodity codes. To see more descriptive commodity codes, click the arrow ( ) icon next to the commodity code to expand the list and view more specific commodity codes.



**Vendor Searches by Commodity Code** There are several filters available by which vendors may be searched on the NC E-Procurement Registered Vendor Search page. If a user wishes to search for registered vendors that may provide the goods or services they wish to purchase, the 'Commodity Code' field may be used to search for vendors that have designated they provide those goods or services. Likewise, the 'Construction Code' field may also be used for vendors that provide goods or services that relate to construction. Users may also hold down the 'CTRL' key on their keyboard and click on multiple commodity codes in order to select two or more commodity codes by which to search.



## Follow-Up

This newsletter was sent to all Community College and School System users.

Questions about information covered in this newsletter? Send an e-mail to: ephelpdesk@its.nc.gov